

Comparisons of Job Characteristics

Focus Occupation: Education Administrators, Preschool and Childcare Center/Program (11-9031)

Associated Occupation: Education Administrators, Elementary and Secondary School (11-9032)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge		Similarity of Focus Occupation to Associated Occupation: 93			
Focus Occupation: Education Administrators, Preschool and Childcare Center/Program (11-9031) Associated Occupation: Education Administrators, Elementary and Secondary School (11-9032)					
Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Education and Training	9.2	22.6	18.6	<<	Extensive education and/or training may be required
English Language	11.2	20.8	14.1	<<	Extensive education and/or training may be required
Customer and Personal Service	11.3	19.9	17.8	<	Expanded education and/or training may be required
Administration and Management	8.4	18.0	16.2	<	Expanded education and/or training may be required
Personnel and Human Resources	5.6	14.7	13.3	<	Expanded education and/or training may be required
Psychology	6.4	14.1	13.0	0	Current knowledge level may be sufficient
Public Safety and Security	6.9	14.1	8.1	<<	Extensive education and/or training may be required
Clerical	7.3	12.2	12.9	0	Current knowledge level may be sufficient
Therapy and Counseling	3.8	11.8	9.1	<<	Extensive education and/or training may be required
Communications and Media	5.3	11.7	6.3	<<	Extensive education and/or training may be required
Law and Government	5.9	11.4	6.3	<<	Extensive education and/or training may be required
Sociology and Anthropology	4.1	11.4	8.7	<<	Extensive education and/or training may be required
Philosophy and Theology	3.2	9.9	9.0	<	Expanded education and/or training may be required
Economics and Accounting	4.4	8.5	8.0	0	Current knowledge level may be sufficient
Fine Arts	2.2	6.8	2.3	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills		Similarity of Focus Occupation to Associated Occupation: 96			
Focus Occupation: Education Administrators, Preschool and Childcare Center/Program (11-9031) Associated Occupation: Education Administrators, Elementary and Secondary School (11-9032)					
Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Active Listening	11.0	15.9	13.3	<	A higher skill level may be required
Learning Strategies	7.2	15.2	11.4	<<	Extensive development of skills in this area may be required
Monitoring	9.9	14.8	13.6	0	Current skill level may be sufficient
Judgment and Decision Making	9.4	14.6	12.0	<	A higher skill level may be required
Social Perceptiveness	9.1	14.3	12.3	<	A higher skill level may be required
Management of Personnel Resources	6.9	14.2	12.3	<	A higher skill level may be required
Complex Problem Solving	9.1	13.9	9.8	<<	Extensive development of skills in this area may be required
Coordination	9.1	13.9	12.6	<	A higher skill level may be required
Instructing	7.8	13.2	11.2	<	A higher skill level may be required
Systems Evaluation	6.4	12.3	9.8	<	A higher skill level may be required
Negotiation	6.8	11.4	11.2	0	Current skill level may be sufficient
Management of Financial Resources	3.3	10.6	6.9	<<	Extensive development of skills in this area may be required
Management of Material Resources	3.7	8.7	8.1	0	Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 98			
Focus Occupation: Education Administrators, Preschool and Childcare Center/Program (11-9031) Associated Occupation: Education Administrators, Elementary and Secondary School (11-9032)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	16.5	15.0	<	Some improvement in abilities may be required
Oral Comprehension	12.5	16.2	13.9	<	Some improvement in abilities may be required
Written Comprehension	11.0	15.1	14.8	0	Current ability level may be sufficient
Written Expression	9.8	15.0	14.4	0	Current ability level may be sufficient
Deductive Reasoning	10.6	14.5	11.9	<	Some improvement in abilities may be required
Problem Sensitivity	11.1	14.2	12.6	<	Some improvement in abilities may be required

Speech Recognition	9.9	13.9	11.4	<	Some improvement in abilities may be required
Speech Clarity	10.2	13.3	11.8	<	Some improvement in abilities may be required
Fluency of Ideas	7.6	12.8	9.4	<<	Extensive improvement in abilities may be required
Originality	7.6	12.8	9.3	<<	Extensive improvement in abilities may be required
Category Flexibility	9.0	11.9	9.0	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 100

Focus Occupation: Education Administrators, Preschool and Childcare Center/Program (11-9031)

Associated Occupation: Education Administrators, Elementary and Secondary School (11-9032)

Work Activities	Exclusivity of Activity
Analyze operational or management reports or records	62
Analyze organizational operating practices or procedures	70
Analyze survey data to forecast enrollment changes	95
Assign work to staff or employees	30
Conduct or attend staff meetings	47
Conduct parent conferences	75
Conduct training for personnel	30
Consult with parents or school personnel to determine student needs	92
Coordinate educational content	76
Coordinate employee continuing education programs	81
Coordinate instructional outcomes	92
Develop budgets	56
Develop instructional materials	38
Develop policies, procedures, methods, or standards	21
Develop staffing plan	77
Direct and coordinate activities of workers or staff	3
Establish educational policy or academic codes	95
Establish employee performance standards	69
Evaluate information from employment interviews	72
Evaluate performance of employees or contract personnel	54
Explain rules, policies or regulations	48
Hire, discharge, transfer, or promote workers	47
Interview job applicants	69
Maintain educational records, reports, or files	43
Make presentations	13
Motivate workers to achieve work goals	85
Orient new employees	59

Oversee execution of organizational or program policies	49
Oversee site-based school management	95
Plan meetings or conferences	77
Prepare educational reports	44
Prepare instruction manuals	78
Recommend modifications to educational programs	92
Recommend personnel actions, such as promotions, transfers, and dismissals	72
Resolve problems in educational settings	92
Use government regulations	44
Use interpersonal communication techniques	10
Use interviewing procedures	23
Use public speaking techniques	13
Use teaching techniques	29
Use time management techniques	92
Write public sector or educational grant proposals	87

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 86

Focus Occupation: Education Administrators, Preschool and Childcare Center/Program (11-9031)
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Tools and Technologies	Exclusivity
Business function specific software	1
Computers	1
Content authoring and editing software	1
Data management and query software	1
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.